

## Department of the Army, DoD

outstanding 30 calendar days from the date of billing (the first demand notice) to the requester of the amount owed. The interest rate shall be as prescribed in 31 U.S.C. 3717 (reference (ff)). Components should verify the current interest rate with respective Finance and Accounting Offices. After one demand letter has been sent, and 30 calendar days have lapsed with no payment, Components may submit the debt to respective Finance and Accounting Offices for collection pursuant to the Debt Collection Act of 1982.

### § 518.88 Computation of fees.

The fee schedule in this chapter shall be used to compute the search, review (in the case of commercial requesters) and duplication costs associated with processing a given FOIA request. Costs shall be computed on time actually spent. Neither time-based nor dollar-based minimum charges for search, review and duplication are authorized.

#### COLLECTION OF FEES AND FEE RATES

### § 518.89 Collection of fees.

Collection of fees will be made at the time of providing the documents to the requester or recipient when the requester specifically states that the costs involved shall be acceptable or acceptable up to a specified limit that covers the anticipated costs. Collection of fees may not be made in advance unless the requester has failed to pay previously assessed fees within 30 calendar days from the date of the billing by the DoD Component, or the Component has determined that the fee will be in excess of \$250 (see § 518.81).

### § 518.90 Search time.

#### (a) Manual search.

Type	Grade	Hourly rate (\$)
Clerical .....	E9/GS8 and below .....	12
Professional ...	01-06/GS9-GS/GM15 .....	25
Executive .....	07/GS/GM16/ES1 and above .....	45

(b) *Computer search.* Computer search is based on direct cost of the central processing unit, input-output devices, and money capacity of the actual computer configuration. The salary scale (equating to paragraph a above) for the computer operator/programmer deter-

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mining how to conduct and subsequently executing the search will be recorded as part of the computer search.

### § 518.91 Duplication.

Type	Cost per page (cents)
Pre-Printed material .....	02.
Office copy .....	15.
Microfiche .....	25.
Computer copies (tapes or printouts).	Actual cost of duplicating the tape or printout (includes operator's time and cost of the tape).

### § 518.92 Review time (in the case of commercial requesters).

Type	Grade	Hourly rate (\$)
Clerical .....	E9/GS8 and below .....	12
Professional ...	01-06/GS9-GS15 .....	25
Executive .....	07/GS16/ES1 and above .....	45

### § 518.93 Audiovisual documentary materials.

Search costs are computed as for any other record. Duplication cost is the actual direct cost of reproducing the material, including the wage of the person doing the work. Audiovisual materials provided to a requester need not be in reproducible format or quality. Army audiovisual materials are referred to as "visual information."

### § 518.94 Other records.

Direct search and duplication cost for any record not described above shall be computed in the manner described for audiovisual documentary material.

### § 518.95 Costs for special services.

Complying with requests for special services is at the discretion of the Components. Neither the FOIA, nor its fee structure cover these kinds of services. Therefore, Components may recover the costs of special services requested by the requester after agreement has been obtained in writing from the requester to pay for one or more of the following services:

- Certifying that records are true copies.
- Sending records by special methods such as express mail, etc.